

**Kent Narrows Development Foundation**  
**Board of Directors Meeting**  
September 22, 2020  
For Board Approval

**Board Members in attendance**

Mike Foster  
Victoria Hoffman  
Sheryl Jaros  
Justin Kiernan  
Butch Pearson (via Zoom)  
Joe Pomerantz  
Jody Schulz  
Jeff Smith  
Jason Ruth  
Walt Thompson  
Judy Wink  
Pat Worns

**Absent with notice**

Jerry Dammeyer

**Commissioner Liaison**

Phil Dumenil

**Guests:**

Linda Friday, Queen Anne's County Chamber of Commerce  
Mark Lacoste, Best Western  
Karen Sutter, Sutter Group

**Queen Anne's County Staff**

Heather Tinelli, Director, Economic and Tourism Development

**Call to Order**

With a quorum of directors in attendance, the regular meeting of the Kent Narrows Development Foundation commenced at 9:03 a.m.

**Public Comment**

None

**Minutes**

The board reviewed the minutes.

**RESOLUTION**

*Jeff Smith made a motion to accept the Minutes from the August 25, 2020, regular meeting of the KNDF with the correction. The Board unanimously approved.*

**Financial Report**

***Checking Accounts***

The current balance in Shore United Bank is \$60,248.00 as of 8/31/20.

**Kent Narrows 570 Fund**

The balance in the KNDF 570 fund \$203.49 as of 8/31/20.

### **Chesapeake Charities**

The balance is \$9,535.48 according to the June 30, 2020, quarterly statement.

### **PPP Loan**

The PPP Loan is still listed as a liability. The forgivable loan will eventually be on the books as asset. That will happen once Shore United Bank notifies the Foundation to turn in the documentation of expenditures and the SBA processes the paperwork.

### **Tax District Reconciliation**

The KNDF is still working with the County to update the information on the Special Tax District Map. Discrepancies is related to how the Zoning Office categorizes the properties and how the Assessments Office taxes the properties exist. The County's records are not in sync with what appears on the SDAT reports. The County will need to update the Special Taxing District Map to include all existing commercial parcels that are subject to the tax. Letters should go out to all of the property owners that have not been categorized correctly and are subject to the tax notifying them that the tax bills will reflect those updates.

A more detailed parcel by parcel analysis will be done, and all parts of the reporting and billing process will be better connected.

The Lippincott Property is currently in the growth area but not in the taxing district. A map amendment should be prepared by the County planning staff that moves the boarder of the taxing district to include the Lippincott property. In order for the change to occur the Commissioners must approve the amendment. This change was in the pipeline with the County officials, but the works still needs to be completed. In addition, it would be helpful if the County could articulate the process for moving a property from the growth area into the taxing district.

### **Commissioner Dumenil**

Commissioner Dumenil reported that the pool of candidates for the new Planning and Zoning director has been narrowed down to four people. A meeting is scheduled for next Tuesday to review the finalist.

### **Wallace Montgomery Presentation Comprehensive Plan Update**

Amy Moredock introduced Lauren Goode, with Wallace & Montgomery. She is the project manager for the Queen Anne's County Comprehensive Plan update. She reported that W&M is currently reviewing background info from the former consultants and collecting additional data needed to move forward with the Plan update.

The Commissioners have directed W&M to streamline the existing Community Plans, so they have a similar flow. Statistics and outdated info will be updated. Lauren said that the Community Plans will appear as Chapters in the new Comprehensive Plan.

She said that five visioning sessions are being planned throughout the County; one session will focus on the Kent Narrows area. Hopefully that will be held this Fall. The County Plan and the Kent Narrows Community Plan will be the focus of the Kent Narrows Visioning Session

Due to the COVID situation, the sessions will take place online. Workshops will also be held on specific topic areas. A special workshop with the KNDF Board will also be scheduled to delve more deeply into the specific topic areas.

Victoria Hoffman mentioned that it's important to have a stand-alone Community Plan for Kent Narrows. It would be an error in judgement to try to eliminate the Kent Narrows Plan due to the uniqueness of the area. The buffers in Kent Narrows are different, the zoning is unique and the economic drivers that stimulate the economy in the region and in other parts of the county are important.

There is a good argument for why the Kent Narrows needs to have a specific governing document specific to the area. Also, other Community Plans are different than the Kent Narrows Community Plan. Joe Pomerantz echoed Victoria's comments and added that the WVC zoning was unique to the Kent Narrows.

Michael Foster added that the Kent Narrows Community Plan was the created before the other Community Plans. The Kent Narrows Plan specifically focused on the uniqueness of the region and was customized to support the Waterfront district. The other Community Plans in QAC came later and were developed though a different process. The Kent Narrows is basically a Waterfront district. The buffers, the setbacks and the fact that the Kent Narrows area is virtually 90% commercial makes a different format necessary. Boardwalk construction and connectivity is different than in any other place in the County. The uniqueness of Kent Narrows must be recognized and to try to blend the Kent Narrows area into an ordinance that is for non-waterfront areas in the rother parts of the County of the county would be a mistake.

Gigi asked about how the design guidelines will be updated and if they will be included.

Lauren said the intent is not to minimize the uniqueness of the Kent Narrows area. There are things that they don't want to lose from the document. The intent is not to water down the document . They will work to minimize any redundancies. There are things like the design guidelines that the Foundation should address in its comments.

Gigi Windley reiterated that the Community Plans the Kent Narrows Development Foundation's guiding document and it is inextricably linked to the work of the Kent Narrows Development Foundation.

Jody Schulz commented that there were a lot of maps and other items that still need to be included and updated. As long as the content is comprehensive and Kent Narrows specific, we can move forward. A table of contents that is specific to the Kent Narrows Plan will be needed. The appendix specifically to the WVC will also be needed.

Lauren discussed timing and mentioned that the overall process will continue throughout 2021. The Visioning Sessions will be scheduled for later this fall. Special topic meetings and the work session (s) with the KNDF will occur later.

She said that specific meetings with the KNDF is a public level meeting is a higher level community meeting that will include the public. A special workshop will be held with the KNDF. And that's where the preparation and the detail work won the Community Plan will occur.

Lauren said that it would be helpful if the Foundation could get together a list of priority topics supply to Wallace & Montgomery ahead of the workshops.

Victoria suggested that hat two work sessions with the KNDF may be necessary are warranted because the Community Plan update can't be done in one meeting.

The census data needs to be updated, tables and maps needs to be updated. Having input on other areas of the plan for example the section on the design guidelines is something that the KNDF can help with.

Reports on solved problems and new problems, should be supplied by the KNDF in advance of the workshops.

Jody requested that W& M supply specific guidance on the homework that the KNDF should complete and submit ahead of time.

Phil Dumenial mentioned that If there are additional costs involved, the Commissioners can look at subsidizing the additional costs. The KNDF should look at dates that should be proposed for the first KNDF workshop.

Lauren will supply the plan for how the workshop will look in advance, and Wallace and Montgomery will supply the background info needed and the guidance for the upcoming workshop.

The Plan adoption period is currently scheduled for Fall of 2021. This is when the public hearings will take place. They are anticipating adoption by the Comp Plan by December of 2021.

Commissioner Dumenil mentioned that much of the timing of the update will depend on what happens with COVID.

### **Economic Development and Tourism**

Heather Tinelli reported that Project Bright Future won an honorable mentioned award from MEDA for the Workforce Development Project that focused on involving students in the trades. QAC was one of the Counties that participated in the multi county effort to build links with employers and the public schools.

The Small Business Assistance and Recovery Fund is still taking application. The new deadline for applications is September 30. Business that have not yet applied will be given preference.

The EDC is getting ready to roll out a workforce development program. They are coordinating with the Workforce Investment Board to supplement on the training programs for those who are unemployed and underemployed.

The tourism office will be rolling out a digital marketing campaign. Geofencing technology will be used to target potential visitors and to provide visitor profile and effectiveness data. The focus for the Fall is on outdoor activities. People who live less than an hour area away from QAC will be targeted. Jody suggested that the ad supplier be invited to the Kent Narrow meeting so a demonstration can be given. The office is also testing a QR (Quick Response) Code program that is designed to send visitors to certain websites and landing pages.

The construction in the Visitor's Center is almost complete. Visitor Center staffing should be approved at the upcoming Commissioner's meeting. Interviews are being started for the destination marketing staff person.

Jody asked if the KNDF could piggyback off of the County's Branding Campaign. Heather said that the Foundation will be closely involved with creating the campaign and that that may be possible.

The Travel and Tourism Advisory Committee was approved by the Commissioners. A meeting will be held to get recommendations for the wat the board will be chosen and composed.

### **Directors Report**

Gigi Windley reported that she was in touch with Paul Millstein about the damage to the quonset hut on the Jemal property on Piney Narrows Road.

A six month extension was granted to the Wells Cove Condo Project.  
(Wells Cove Development – Wells Cove II, LLC. MAJOR SITE PLAN SP#19-10-0042)

Shore Power Solutions has moved from Harrison's to Kent Narrows Yacht Yard's Marine Service.  
(Building next to the Chesapeake Heritage and Visitors Center)

The contract for the 2021 Destination Maryland ad was signed and creative is under way for that piece. The Foundation was notified by the Maryland Office of Tourism that the 2020 Destination Maryland Guides which included the Foundation's ad were inserted into the Washington Post instead of being distributed through the visitor centers and at trade and consumer shows. This change was because of the COVID situation. The distribution in the Washington Post market was a welcome enhancement to the original the distribution plan.

The Watermen's Way Heritage Trail Map copy has been updated and is ready to go to the designer.

The Foundation created and posted social networking promotions for Maryland Restaurant Week.

### **Projects Underway:**

#### **Wayfinding Project**

The Foundation is moving forward with a request for information from firms that may be qualified manage the project. The KNDF plans to assemble a committee to review the applicants. The committee will include a rep from Parks (Nancy), the Planning Office (Vivian) and Public Works (Shane Moore).

### **Ferry Point Sign**

Shore Signs is in the process of quoted a price of to refresh the Ferry Point Sign. The board suggested that other vendors be asked to give prices and suggestions. Commissioner Dumenil will contact the Art teacher at the High school to see if the students can work on it.

### **Clean Up Graphics**

A prototype of a graphic that was done encouraging clean up in the area and encouraging practices that help to keep the environment clean was passed around. Board members suggested that revisions be made to make the message to pick up trash more visible. The initiative is part of a request by KIBC's Kristen Weed. It is hoped that the graphics can be posted on the blank sign board in front of the visitor's center. They can also be used on electronic communications and in printed materials and be designed to reach different audiences.

### **ISSUES**

#### **Planning and Zoning**

Victoria and Gigi are in touch with Amy Moredock, Jeff Rank and Jonathan Seeman related to the continuing issue of ensuring the properties that should be in the Special Taxing District are included and also to make sure that the line item appears on all of the tax bills.

#### **Complaints of disruption under the Western span of the Kent Narrows Bridge were fielded**

A 'flash mob' of cars assembled under the Kent Narrows Bridge on 8/30 and caused significant disruption with reclass driving and loud music. Police responded.

#### **Traffic backups are back on Sunday Afternoons**

There have been significant backups in the Westbound lanes of Rt 301/50 on Sunday afternoons.

### **ADMINISTRATIVE MATTERS**

#### **Md. Secretary of State**

The Exempt Organization Fund Raising Notice was filled out and mailed to the Secretary of State's Office.

#### **Name Change**

A meeting will be set up a meeting with Mike Connally to determine what needs to happen with the DBA name change to the Kent Narrows Foundation.

#### **Correspondence:**

A letter was sent to the Planning Commission/Commissioners and the County Commissioners with the Foundation's recommendation on the Kent Narrows Marine Restaurant Project.

A letter was sent to the Planning Office/Planning Commission and the County Commissioners suggesting that the Kent Narrows Community Plan continue to function as a stand-alone plan that dovetails with the other parts of the County Comprehensive Plan update.

#### **Committee Updates:**

##### **Nominating Committee**

The info for the Nominating Committee reported that Butch Pearson will be leaving the board in December.

##### **Capital Improvement and Maintenance Committee**

The commitment met twice and is making progress on developing a plan and approach to encourage the County to focus on improving and maintaining the public lands in Kent Narrows

Gigi showed the Board a draft of a presentation that was created to for the PRAB Board and the Commissioners. The Board reviewed it and made suggestions for slides to be included and revised. The presentation shows all of the maintenance, capital improvements that need to occur in the Kent Narrows. Photos of improvements like the Watermen's monument that have been made will be added.

Joe Pomerantz complimented the County on the beautification of Piney Narrows Road.

Commissioner Dumenil will help the Foundation to work with the County Departments to ensure there is more of a focus on the areas that need improvement in the Kent Narrows Waterfront.

A long discussion occurs related to the importance of the County Departments to invest in maintaining the public lands at an adequate level. More resources and ongoing attention to maintaining County owned property in Kent Narrows is needed.

**New Business**

Jeff Smith reported that the Chesapeake Bay Motoring Festival is scheduled for on October 17<sup>th</sup> and 18 at the Yacht Club. In the Spring they are working on developing a Blues Festival. They are developing a Country Festival for the Summer and a Jazz Festival in the Fall.

**Insurance**

The premium on the Workers Compensation Insurance policy was paid. The policy expires on August 31, 2021

**ADJOURNMENT**

*Sheryl Jaros made a motion to adjourn; Joe Pomerantz seconded. The motion passed unanimously.*

The meeting was adjourned at 12:03 p.m.

Respectfully submitted,

Georgeanna (Gigi) Windley,

Executive Director

Kent Narrows Development Foundation

Certification:

I hereby certify that this is a true and correct copy of the Minutes that were adopted by the Directors of this Foundation on October 27, 2020.

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Patricia Worns, KNDF Secretary